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BYS Minutes 01/05/2011

Board of Youth Services
Meeting Minutes
January 5, 2011

Present: Elizabeth Oppedisano, Lori Talianian, Carlene Newell, Christine Connelly, Ann Horgan, Bobby Bonjorno, Maryanne Andrew, Phyllis Brown, Linda Suzuki, Lynn Horgan, Mary DeCoursey, Joan Robbio

Welcome and Happy New Year

Approve December Minutes:

Motion made by Joan A. to approve seconded by Lori. All in favor. Minutes approved.

AYCC Update – Phyllis

Policy and procedure manual passed out, for review. Phyllis passed out the table of contents for all to review. Phyllis summarized procedure manual. Discussion of safety issues when clinicians are at AYCC by themselves. Restraint policy reviewed.

Phyllis gave breakdown of clients - 35% children, 35% adults, 35% over 12 (adolescents)

Client satisfaction survey – We will now be giving out the survey for all clients and asking them to take a few moments to complete. All surveys will be put in a large envelope so they will remain anonymous. Review of satisfaction survey and questions from members. Suggestions will be added.

Semiannual quality management results (handout) – Phyllis reviewed the Quality Management document. Many of the tasks are completed. Phyllis is working with staff on electronic medical records, remote meeting possibilities, fundraising and grant writing strategies.

Claims are being collected but there are a handful that are particularly difficult to collect. Working on how to collect - there are various reasons that make them difficult.

Still trying to get Tufts approval. Representative is coming out to do survey. Follow up with Tufts needed. Phyllis is having trouble still with the accreditation. Christine to follow up.

Motion to accept all 3 documents with changes - Policy and Procedure Manual, Client Satisfaction Survey, Semi Annual Quality Management by Joan R. Lori seconded - all in favor. All three documents accepted.

Linda S. gave an update of work in the schools – AYCC has clinicians in AHS, two elementary schools (Hardy, Thompson) and currently speaking to Peirce. Same as seeing clients at AYCC. Money comes from the school department if unable to collect. Able to file for billing and there is a pool of money from the school department if unable to collect. The requirements (for billing) include a 45 minute session and a private room, sometimes it is difficult to fulfill requirements in the school setting.

Phyllis is making sure that there is a balance of staff, work, paperwork, and infrastructure in order to support the agency before adding additional workload.

Holiday Help – Lori

238 children were recipients

Making some changes for next year. Looking for a new location. Scheduling events etc. Looking into a designated

phone line. Involve kids for next year, to help out. Split up the work. Who ever wants to be on the Holiday Help Committee let Lori know. Joan, Ann would like to be on it. Thank you Lori.

Subcommittee Updates:

Diversion (Cindy) - not present Lynn – going well, Arlington is a model program and highlighted by DA office. John Sheft is working with Cindy to address enforcement difficulties with the marijuana law. Bill to be submitted at the state legislator level.

First Step (Lynn) – Rebecca met with Elaine Shea and Mary Deyst and went to a group meeting. Rebecca has really stepped in and helped out that group. She is very welcome in the group. Currently a display at Library for Domestic violence Awareness month. Posters done by group members. Police Dept. has also been very supportive. The process has really improved for this group. They feel very supported.

Alcohol Awareness (Elizabeth) - SADD Day: 149 kids ordered t-shirts. Peter De Georgio presented to the students at AHS. Mixed reviews – most kids thought he was terrific. Adults had some concerns with language. Time was also an issue.

Parent Forums (Carlene) - meeting next week to plan for spring. Looking at collaborating with the Children's Room for a forum on grieving, possibly another on Bullying. Planning another open circle session.

AYHSC (Lynn) – another guiding good choices starting tonight - 23 families signed up all about positive parenting. Coalition meetings Jan. 20th 5:30 – 7 at the Community Safety Building (3rd thurs of the month).

Report from the Chair - Lynn

2010 – A year in review, handed out packet including, contact information of BYS and “A Year in Review”. Gloom and doom year has turned into a wonderful year thru the hard work of board and staff at AYCC. This year’s focus will be on highlighted issues at bottom of page.

Objectives to accomplish in 2011 – Marketing, Networking, Fundraising, and locating funding sources.

Two fundraising consultants are coming in to meet with Christine C. to help with marketing/fundraising. Meeting is Monday, Jan. 10, 10 am at BOH. Looking for ideas and help to implement different strategies etc.

List of people to call on to help bring in more people to help out with the board. Set up subcommittees. Would like to create feeder group for the next board, establish committees that may report to a board. Can manager invite those who were not chosen to continue to help serve? What are our individual strengths? Can we each think of 5 people that might be willing to be on our list of helpers?

New stationary - Christine wrote up a quick stationary sample. This is a first draft. There were some suggestions for changes.

Reminder:

MLK Dinner – Monday Feb. 17th

8:45 Motion to adjourn by Ann, Joan A. seconded all in favor.

Respectfully submitted by Mary DeCoursey